

Self-Service Time and Attendance (SSTA)

Punch Timesheet: Reporting Leave

Important Reminders:

- Regular time is defined as hours worked.
- Follow your agency's practice for reporting leave (i.e., pre-approval, etc). If you have questions regarding your agency's leave usage practices, please contact your agency human resources/payroll office.
- Each row of time reporting information is tied to a unique time reporting code.
- You can report time up to 42 days in advance by clicking on the **NEXT WEEK** link located above your timesheet and reporting leave in the appropriate time period.
- You can adjust time up to 15 days in the past by clicking the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate time period. This is referred to as a **PRIOR PAY PERIOD ADJUSTMENT**.
- The deadline for time reporting is each Thursday at 5:00PM.
- Remember to review your leave in the **BALANCES** table to ensure you have enough leave to cover your time away from work.

Reporting Leave for the Week

| Step | Action |
|------|---|
| 1. | Log in to SSTA with your user ID (employee ID) and password. |
| 2. | From the SSTA homepage, click on the SELF SERVICE link located in the menu box. |
| 3. | You will arrive at the SELF SERVICE page. Click on the TIMESHEET link to access your timesheet. |
| 4. | Your timesheet will be displayed, pre-populated with your regular work schedule. |

| Step | Action |
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| 5. | <p>Click on the CLEAR button to remove pre-populated schedule information that has not been submitted for approval.</p> <p>Note: If you have already submitted your time, you will have to manually remove the schedule data for each day of the week by clicking the DELETE A ROW (-) icon in each row. A system generated message will appear asking you to confirm the row deletion. Click on the YES-DELETE button to delete the row.</p> <p><u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.</p> |
| 6. | <p>Next, in the TRC column, click on the magnifying glass icon in the row for each day you wish to take leave. This will display the LOOK UP TRC table. Scroll through the table and click on the time reporting code you wish to use. Repeat this step for each day you are using leave.</p> |
| 7. | <p>Under the QUANTITY column, enter the number of hours of leave you wish to use for each day in the text box. Repeat this step for each day you are using leave.</p> |
| 8. | <p>If your timesheet is accurate, click on the SUBMIT button.</p> |
| 9. | <p>The SUBMIT CONFIRMATION page will display. By clicking the OK button on this page, you are certifying your attendance record.</p> |
| 10. | <p>Review your REPORTED HOURS and SCHEDULED HOURS information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.</p> |
| 11. | <p>Review the REPORTED HOURS SUMMARY table for accuracy.</p> |
| 12. | <p>Review the STATUS column. Notice that the value in the status column is now NEEDS APPROVAL. After your manager/supervisor reviews and approves the time you submitted, the status will change to APPROVED.</p> |

| Step | Action |
|------|--|
| 13. | Review the BALANCES table. Notice that your COMP TIME , PERSONAL , SICK , or VACATION balance has been reduced by the amount of leave reported in your timesheet. |
| 14. | Click on the SIGN OUT link to log out of SSTA. |

Reporting Leave for an Entire Day

| Step | Action |
|------|--|
| 1. | Log in to SSTA with your user ID (employee ID) and password. |
| 2. | From the SSTA homepage, click on the SELF SERVICE link located in the menu box. |
| 3. | You will arrive at the SELF SERVICE page. Click on the TIMESHEET link to access your timesheet. |
| 4. | Your timesheet will be displayed. |
| 5. | Locate the row for the day you wish to take leave. |
| 6. | <p>Manually remove the schedule data for the day by clicking the DELETE A ROW (-) icon in the appropriate row. A system generated message will appear asking you to confirm the row deletion. Click on the YES-DELETE button to delete the row.</p> <p>An Important Reminder: Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.</p> |

| Step | Action |
|------|---|
| 7. | In the TRC column, click on the magnifying glass icon in the row for the day you wish to take leave. This will display the LOOK UP TRC table. Scroll through the table of information and click on the time reporting code you wish to use. |
| 8. | Under the QUANTITY column, enter the number of hours of leave you wish to use in the appropriate row. |
| 9. | If your timesheet is accurate, click on the SUBMIT button. |
| 10. | The SUBMIT CONFIRMATION page will display. By clicking the OK button on this page, you are certifying your attendance record. |
| 11. | Review your REPORTED HOURS and SCHEDULED HOURS information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy. |
| 12. | Review the REPORTED HOURS SUMMARY table for accuracy. |
| 13. | Review the STATUS column. Notice that the value in the status column is now NEEDS APPROVAL . After your manager/supervisor reviews and approves the time you submitted, the status will change to APPROVED . |
| 14. | Review the BALANCES table. Notice that your COMP TIME , PERSONAL , SICK , or VACATION balance has been reduced by the amount of leave reported in your timesheet. |
| 15. | Click on the SIGN OUT link to log out of SSTA. |

Reporting Leave with Regular Time

| Step | Action |
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| 1. | Log in to SSTA with your user ID (employee ID) and password. |
| 2. | From the SSTA homepage, click on the SELF SERVICE link located in the menu box. |

| Step | Action |
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| 3. | You will arrive at the SELF SERVICE page. Click on the TIMESHEET link to access your timesheet. |
| 4. | Your timesheet will be displayed. |
| 5. | Locate the row for the day you wish to take leave. |
| 6. | Click on the ADD A ROW (+) icon. A row must be added for each TRC used. |
| 7. | Adjust your IN , MEAL OUT , MEAL IN , and OUT time to reflect your actual hours worked. |
| 8. | In the TRC column, click on the magnifying glass icon in the new row for the day you wish to take leave. This will display the LOOK UP TRC table. Scroll through the table and click on the time reporting code you wish to use. |
| 9. | Under the QUANTITY column, enter the number of hours of leave you wish to use in the new row. |
| 10. | If your timesheet is accurate, click on the SUBMIT button. |
| 11. | The SUBMIT CONFIRMATION page will display. By clicking the OK button on this page, you are certifying your attendance record. |
| 12. | Review your REPORTED HOURS and SCHEDULED HOURS information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy. |
| 13. | Review the REPORTED HOURS SUMMARY table for accuracy. |
| 14. | Review the STATUS column. Notice that the value in the status column is now NEEDS APPROVAL . After your manager/supervisor reviews and approves the time you submitted, the status will change to APPROVED . |

| Step | Action |
|------|--|
| 15. | Review the BALANCES table. Notice that your COMP TIME , PERSONAL , SICK , or VACATION balance has been reduced by the amount of leave reported in your timesheet. |
| 16. | Click on the SIGN OUT link to log out of SSTA. |

Reporting Multiple Leave Types

| Step | Action |
|------|--|
| 1. | Log in to SSTA with your user ID (employee ID) and password. |
| 2. | From the SSTA homepage, click on the SELF SERVICE link located in the menu box. |
| 3. | You will arrive at the SELF SERVICE page. Click on the TIMESHEET link to access your timesheet. |
| 4. | Your timesheet will be displayed. |
| 5. | Locate the row for the day you wish to take leave. |
| 6. | <p>Manually remove the schedule data for the day by clicking the DELETE A ROW (-) icon in the appropriate row. A system generated message will appear asking you to confirm the row deletion. Click on the YES-DELETE button to delete the row. You will now have a blank row.</p> <p><u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.</p> |
| 7. | Click on the ADD A ROW (+) icon in the row for the day you are reporting leave using multiple leave types. A row must be added for each TRC used. |

| Step | Action |
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| 8. | In the TRC column, click on the magnifying glass icon in the each of the rows for the day you wish to take leave. This will display the LOOK UP TRC table. Scroll through the table and click on the time reporting code you wish to use for each row. |
| 9. | Under the QUANTITY column, enter the number of hours of leave you wish to use in each row. |
| 10. | If your timesheet is accurate, click on the SUBMIT button. |
| 11. | The SUBMIT CONFIRMATION page will display. By clicking the OK button on this page, you are certifying your attendance record. |
| 12. | Review your REPORTED HOURS and SCHEDULED HOURS information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy. |
| 13. | Review the REPORTED HOURS SUMMARY table for accuracy. |
| 14. | Review the STATUS column. Notice that the value in the status column is now NEEDS APPROVAL . After your manager/supervisor reviews and approves the time you submitted, the status will change to APPROVED . |
| 15. | Review the BALANCES table. Notice that your COMP TIME, PERSONAL, SICK, or VACATION balance has been reduced by the amount of leave reported in your timesheet. |
| 16. | Click on the SIGN OUT link to log out of SSTA. |